PLAN OF OPERATION COMPLETENESS CHECKLIST
CHAPTER NR 514

Outline of Requirements for Plan of Operation Completeness Determination

Refer to Applicable Statutes and Codes for Exact Requirements

General Information

Facility Name: _____ License/Monitoring # _____

Facility Type: _____

Initial Submittal: Date Received: ____/____/____ Completeness Due: ____/____/____DNR Response: ____/____/____ (Complete: __ yes __ no)

Addendum # __ Date Received: ____/____/____ Completeness Due: ____/____/____DNR Response: ____/____/____ (Complete: __ yes __ no)

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Addendum # __ Date Received: ____/____/____ Completeness Due: ____/____/____DNR Response: ____/____/____ (Complete: __ yes __ no)

Proposed Waste Types: _____

Proposed Total Design Capacity: _____(including daily and intermediate covers)

PLAN OF OPERATION REQUIREMENTS	COMPLETE?			LOCATION	COMMENTS
	Y	N	NA		
NR 500.05 - GENERAL SUBMITTAL REQUIREMENTS					
(1) Has the adequate review fee been submitted per NR 520.04?					
(2) Has a cover letter detailing the desired action been submitted?					
(3) Have 5 copies (2 Regions, 3 Central Office) been submitted?					
(4) Has P.E. and P.G. certification been provided?					
(5) Technical Procedures:					
Were all technical procedures used to investigate the facility current standard procedures?					
Were all test procedures specified in the report?					
(6) Do all maps, plan sheets, drawings, isometrics, cross-sections, figures, photographs and tables meet the following requirements?					
(a) No larger than 24 inches x 36 inches & no smaller than 8 ½ inches x 11 inches.					
(b) Appropriate scale to show required detail.					

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	Y	N	NA		
(c) Do visuals meet the following requirements? __ numbered __ legends for all symbols __ referenced in the narrative __ horizontal & vertical scales __ titled __ drafting and origination dates					
(d) Are uniform scales used?					
(e) Are north arrows shown?					
(f) Is the USGS datum used as basis for all elevations?					
(g) Do visuals contain a survey grid based upon monuments established in the field and which is referenced to the state plane coordinates?					
(h) Is the original topography and a grid system shown on the plan sheets that show construction, operation and closure topography?					
(i) Do cross-sections meet the following requirements? __ Show survey grid locations __ Reference major plan sheets __ Include a reduced diagram of plan view showing cross-section location					
(7) Is a table of contents provided listing all sections of the submittal?					
(8) Is an appendix provided listing the following? __ names of all references __ all raw data, __ testing and sampling procedures, __ calculations					
NR 514.05 Engineering Plans					
(1) Do plans include a title sheet?					
Does title sheet include the following?					
(a) Project title					
(b) Engineer/designer					
(c) Date plans prepared					
(d) Applicant					
(e) Table of contents					
(f) Site location maps and area served					
(2) Do plans include an existing conditions plan sheet?					
Does the existing conditions plan sheet show the following?					
• Detailed topographic map of the site and area within 1,500 feet of waste limits					
• Minimum scale of 1"= 200'					
• Maximum contour interval of 2'					
• Elevations related to U.S.G.S. datum					
(a) Surface waters including intermittent and ephemeral streams and wetlands					
(b) __ Property boundaries __ Proposed limits of waste __ Proposed facility boundary					
(c) __ North arrow __ Landfill survey grid __ Formula for converting survey grid to state plane coordinate system __ Location of all existing and proposed survey monuments					

PLAN OF OPERATION REQUIREMENTS	COMPLETE?			LOCATION	COMMENTS
	Y	N	NA		
(d) Residential and commercial structures and other buildings					
(e) Location of the following within 1000 feet of the landfill or 500 feet of any monitoring well: __All soil borings __Existing and abandoned groundwater monitoring wells __Public and private water supply wells __General locations of all known septic systems and drain fields					
(f) Locations of other landfills, demolition landfills, or other solid waste facilities for processing, storage or composting of solid waste					
(g) Locations of utility lines, underground pipelines, electrical lines, access control, and other constructed topographic and drainage features					
(3) Do plans include sub-base grades and base grades plan sheets?					
Do the sub-base and base grades plan sheets depict? __ Sub-base grades __ Sub-base appurtenances such as lysimeters or drain pipes __ Base grades					
(4) Do plans include engineering design features plan sheets? Do the engineering design features plan sheets include the following:					
(a) Separate plan sheet depicting total landfill area, limits of liner construction, and limits of filling					
(b) Plan sheet depicting layout and slopes of liner system					
(c) Plan sheet depicting layout and slopes of leachate collection system including: __ Pipes __ Sumps __ Riser pipes on interior sideslopes __ Manholes __ Trenches __ Berms __ Lift stations __ Permanent storm water control structures __ Pipe cleanouts __ Other pertinent structures					
(d) Plan sheet depicting invert elevations at change in grades for all leachate and groundwater collection and transfer systems					
(5) Do plans include phasing plan sheet(s) showing landfill development through time?					
(a) Do phasing plan sheets include peripheral features such as: __ Support buildings __ Sedimentation basins __ Access roads __ Other stormwater management features __ Drainage ditches __ Screening berms					

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(b) Do phasing plan sheets include separate plan sheets for initial facility construction and each subsequent phase of construction or new area where construction will be performed including: __ Final filling surfaces in the previous phases __ Limits of clearing, grubbing and topsoil removal __ Base grades of new phase of filling __ Anticipated contours of soil stockpiles at the time depicted __ Storm water management features __ List of construction items and quantities necessary to prepare each phase					
(6) Do plans include storm water management plan sheet(s)? Do the storm water management plan sheets depict the following:					
(a) Storm water management features to be constructed at the time of: __ Initial construction __ During phased development __ After landfill closure					
(b) Location of sediment basins					
(c) Drainage ditches					
(d) Auxiliary sediment traps					
(e) Extent of cleared ground and stockpiles during each major phase of construction					
(f) List of anticipated actions and materials needed for sediment and erosion control					
(7) Do plans include a final topography plan sheet? Does the final topography plan sheet show the appearance of the entire facility following closure including:					
(a) Storm water drainage features					
(b) Location of gas extraction wells					
(c) All other penetrations of the final cover					
(8) Do plan sheets include a monitoring plan sheet? Does the monitoring plan sheet show the following:					
(a) Location of design management zone as determined under s. NR 140.22 (b) All the devices for monitoring of: __ Leachate quality and quantity __ Unsaturated zone water quality and flow rate __ Groundwater quality __ Storm water quality __ Gas production __ Gas migration __ Gas condensate __ Surface settlement					
(9) Do plan sheets include a long-term care plan sheet? Does the long-term care plan sheet show the following:					
(a) Topography of the landfill following closure (b) Proposed schedule for monitoring and maintenance					

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(10) Do plans include a minimum of 2 cross-sections both parallel and perpendicular to the facility baseline through the major dimensions of the landfill?					
(a) All combined engineering and geological cross-sections must include: __ A reduced scale plan view on each sheet __ Existing grades __ Sub-base, base, top of the leachate collection blanket grades and final grades __ Soil borings and monitoring wells the section passes through or is adjacent to __ Soil & bedrock types __ Stabilized water table contours __ Leachate collection and monitoring systems __ Gas venting or extraction and monitoring systems __ Limits of refuse filling __ Erosion, storm water and sediment control structures __ Access roads and ramps on the perimeter of disposal area and within active fill area __ The filling sequence or phasing interfaces and other facility features					
(b) Are cross-sections included which illustrate all important construction features of the following: __ Liner __ Final cover __ Lysimeters __ Leachate collection trenches and sumps __ Liner penetrations __ Sideslope risers __ Piping systems for gas and gas condensate lines __ Storm water drainage systems					
(c) Are detailed plan views included for piping outside the limits of filling for leachate header and drain lines, gas and condensate lines, and leachate forcemains?					
(d) Does the plan view contain notations for pipe slopes and intersection elevations with manholes, lift stations, collection tanks and gas blower stations?					
(11) Do plans include drawings showing details and typical sections? Do drawings include details for the following:					
(a) Storm water control structures					
(b) Access roads					
(c) Fencing					
(d) Final cover and base liner systems					

PLAN OF OPERATION REQUIREMENTS	COMPLETE?			LOCATION	COMMENTS
	Y	N	NA		
(e) Leachate and gas control systems such as: __ Pipe bedding __ Manholes __ Transfer lines __ Forcemains and storage tanks __ Leachate transfer lines which extend through the liner __ Groundwater and unsaturated zone monitoring devices __ Buildings					
(g) Leachate and refuse containment berms between subsequent phases of development					
NR 514.06 Operations manual and design report					
(1) Does the operations manual and design report contain a Table of Contents?					
(2) Does the operations manual and design report contain General Information? Does the General Information identify the following:					
(a) Name of the landfill					
(b) Registered professional engineer who prepared the plans					
(c) Landfill owner, licensee and operator					
(d) Location by quarter-quarter section					
(e) Proposed limits of filling					
(f) Anticipated life and closure date					
(g) Disposal capacity					
(h) Waste tonnage and corresponding volume					
(i) Percent municipal vs. industrial waste					
(j) Anticipated geographic service area					
(k) Anticipated industrial waste type					
(l) Waste types and quantities to be disposed					
(m) Any exemptions requested from the Department					
(n) A list of conditions of facility development as stated in the feasibility determination and measures incorporated to in the plan of operation to address those conditions					
(3) Does the operations manual and design report include a Design Rationale? Does the Design Rationale discuss proposed designs not explicitly required by state or federal rules or conditions of feasibility determination for design of engineering features including the following:					
(a) Base grade configuration and relationship to subsurface conditions					
(b) Liner design					
(c) Phases of landfill development and closure					
(d) Traffic routing					
(e) Storm water management					
(f) Erosion and sediment control measures					
(g) Gas extraction and treatment systems					

PLAN OF OPERATION REQUIREMENTS	COMPLETE?			LOCATION	COMMENTS
	Y	N	NA		
(h) Final cover systems					
(i) Monitoring systems					
(j) Sidewall penetrations					
(k) Sideslope risers and sump area volumes and construction					
(l) Piping located outside of the limits of construction					
(4) Does the operations manual and design report address Initial Construction? Does the Initial Construction discuss initial preparation and construction relating to:					
(a) Clearing and grubbing					
(b) Topsoil stripping and other excavations					
(c) Soil storage and visual screening					
(d) Storm water control features					
(e) Base liner and granular drainage layers					
(f) Leachate collection and gas venting systems					
(g) Access roads and entrance area screening and fencing					
(h) Environmental monitoring device installation					
(i) Other special design features					
(j) A proposed schedule of: __ Field measurements __ Photographs to be taken __ Sampling and testing to verify infield conditions reported in the feasibility report					
(5) Does the operations manual and design report address Storm Water Management? Does the Storm Water Management section include the following:					
(a) Description of storm waster management __ At the time of initial construction __ During phased development __ After landfill closure					
(b) Narrative demonstrating compliance with s. NR 504.09					
(c) Temporary and permanent erosion and sediment control to meet s. NR 504.09(1)(b)					
(d) Specifications for design of: __ Sediment basins __ Culverts __ Drainage ditches __ Auxiliary sediment traps __ Anticipated extent of cleared ground and stockpile during each major phase					
(e) A list of anticipated actions and materials needed for sediment and erosion control					
(f) A maintenance and follow-up program designed to meet s. NR 504.09(1)(b)					

PLAN OF OPERATION REQUIREMENTS	COMPLETE?			LOCATION	COMMENTS
	Y	N	NA		
(g) Schedule for the following activities: __ Cleaning sediment basins and ditches __ Seeding and stabilization of stockpiles and drainage channels __ Topsoiling, seeding and stabilization of disturbed areas and areas of erosion					
(6) Does the operations manual and design report address Soil Requirements? Does the Soil Requirements section include the following:					
(a) A proposed testing schedule to document the placement of all general soil fill and backfill, base liner, final cover layers, venting and drainage layers					
(b) An explicit statement, description and justification of test methods if construction and documentation are proposed to be performed other than in accordance with ch. NR 516					
(c) A specification of the proposed soil gradations and the proposed size of perforations in the leachate collection piping and final cover drainage layer					
(d) An analysis of the pipe and soil materials to demonstrate whether the gradation of sand and gravel and pipe opening sizes are stable and self-filtering					
(e) A description of the use of filter layers or other mechanisms used to maintain the porosity in the leachate collection blanket, collection trenches and sumps					
(7) Does the operations manual and design report address Monitoring? Does the Monitoring section include the following:					
(a) A proposed monitoring program developed in accordance with NR 507 and the feasibility approval for: __ Groundwater __ Surface water __ Volumes and quality of gas and gas condensate __ Unsaturated zone __ Leachate volume and quality __ Surface settlement					
(b) A table identifying: __ Frequencies of sampling __ Parameters to be analyzed __ A schedule of anticipated installation and abandonment of sampling points __ Existing and proposed sampling points and devices __ Anticipated periods of monitoring before landfill development, during a major phase of development, and during the long-term care period					
(c) Does the report include a listing of all groundwater elevation data collected from all groundwater sampling points subsequent to preparation of the plan of op. report?					
(8) Does the operations manual and design report describe Daily Operations? Does the Daily Operations section contain the following:					
(a) The timetable for the construction of each phase of liner and final cover					

PLAN OF OPERATION REQUIREMENTS	COMPLETE?			LOCATION	COMMENTS
	Y	N	NA		
(b) Waste type accepted or excluded					
(c) Typical waste handling techniques and methods of handling unusual waste types					
(d) Hours of operation					
(e) Traffic routing					
(f) Storm water management					
(g) Sediment and erosion control					
(h) Windy, wet and cold weather disposal operations					
(i) Fire protection equipment					
(j) Anticipated staffing requirements					
(k) Methods for vector, dust and odor control					
(l) Daily cleanup					
(m) Leachate removal during hours of operation as well as nights, weekends and holidays					
(n) Direction of filling					
(o) Salvaging					
(p) Record keeping					
(q) Parking for visitors, users and employees					
(r) A description of limitations or operational practices necessary due to the presence of other open or closed landfills, demolition landfills, processing facilities, storage facilities, composting facilities and other solid waste facilities on the same property?					
(9) Does the operations manual and design report describe Phased Development? Does the Phased Development section describe the following:					
(a) Landfill operations and development of subsequent phases					
(b) A definition of the critical stage of disposal relative to start of construction in subsequent phases					
(c) The anticipated construction in each phase for storm water management, monitoring, abandonment of fill areas and installation and maintenance of gas and leachate control structures					
(10)Does the operations manual and design report describe Phased Closure? Does the Phased Closure section describe?					
(a) The actions taken when landfill phases reach waste final grades closure of phases at waste final grades					
(b) Anticipated sequence of required events for landfill closure					
(c) Actions necessary to prepare the landfill for long-term care and final use					
(11)Does the operations manual and design report include a Long-Term Care schedule?					

PLAN OF OPERATION REQUIREMENTS	COMPLETE?			LOCATION	COMMENTS
	Y	N	NA		
(a) Does the Long-Term Care schedule describe procedures for inspection and maintenance of: __ Cover vegetation __ Storm water control structures __ Refuse or ground surface settlement or siltation __ Erosion damage __ Gas and leachate control features __ Gas, leachate and groundwater monitoring __ Other long-term care needs __ Final use plan for the landfill					
(12)Does the operations manual and design report include the following written agreements:					
(a) A draft leachate treatment agreement					
(b) A signed clay procurement agreement or option for acquisition of borrow property for volumes necessary to construct and close the first major phase of the landfill					
(c) Any miscellaneous agreements such as easements					
(13)Does the operations manual and design report include specifications for construction operation and closure of the landfill? Do the specifications include the following:					
(a) Detailed instructions to operator and contractor for all aspects of construction & operation (b) References to specifications on the plan sheets such as: __ Geosynthetic material installation instructions __ Tank manufacturer installation instructions __ Pump performance criteria __ Materials and construction methods for sideslope risers, sidewall penetrations, sump areas, and all piping located outside the limits of filling					
(14)Does the operations manual and design report include Design Calculations? Do the Design Calculations include the following:					
(a) Information on financial responsibility for closure and long-term care of the landfill					
(b) Discussion of all calculations such as: __ Refuse to cover balance computations __ Base liner and final cover soil needs relative to available borrow soil volumes __ Stockpile estimates __ Required shear strength regarding geosynthetic materials __ Storm water management systems __ Infiltration and leachate collection and leakage volumes					
(c) A summary of the calculations with detailed equations appended to the report?					
(d) References to the plan sheets from which variables for the calculations are obtained					
(15)Does the operations manual and design report include Financial Responsibility Analysis? Does the Financial Responsibility Analysis include the following:					

PLAN OF OPERATION REQUIREMENTS	COMPLETE?			LOCATION	COMMENTS
	Y	N	NA		
(a) Costs associated with the closure of the landfill					
(b) Costs associated with performing each year of long-term care					
(c) All assumptions used, including the sources and rationale for the selected cost factors					
(d) Anticipated operating life and replacement schedules of engineering features reflected in the cost estimates					
(e) Proposed methods of establishing proof of financial responsibility for closure and long-term care					
(16)Does the operations manual and design report include an Appendix? Does the Appendix include the following;					
(a) A list of references used					
(b) Additional data not previously presented					
(c) Supplemental design calculations					
(d) Material specifications					
(e) Operating agreements such as leachate treatment and soil borrow					
(f) Documents relating to long-term funding					
NR 514.07 Miscellaneous requirements for plans of operation					
(1) GEOMEMBRANE REQUIREMENTS					
Does the landfill design include a composite liner, composite cap or utilize geomembrane for liner and capping layer? If so, are the following design details and specifications for the geomembrane component included:					
(a) A description of the geomembrane including resins and additives, physical properties, chemical resistance properties, and potential suppliers					
(b) Design calculations that demonstrate the stability of the landfill and its components against failure along potential failure surfaces, such as the leachate collection system and final cover, during operations as well as after closure					
Have potential failure surfaces such as the interfaces both below and above the geomembrane in the liner and final cover been considered?					
Have potential failure scenarios been considered which include both saturated and unsaturated conditions?					
(c) Construction methods and supervisory controls for preparing the surface of the topmost lift of compacted clay prior to geomembrane installation and inspection methods and removal of coarse gravel or cobbles after rolling the clay					
(d) A description of measures to be taken to store and protect geomembrane, transport geomembrane panels from storage to the working area and construction methods to place geomembrane panels					
(e) The proposed orientation of all geomembrane panels for the liner and cap in relation to slope, collection trenches, penetrations, anchor trenches and phase boundaries, seaming methods, and phased construction					

PLAN OF OPERATION REQUIREMENTS	COMPLETE?			LOCATION	COMMENTS
	Y	N	NA		
(f) Typical design details of geomembrane seams and seaming methods, anchor trenches, patches, collars for all penetrations, and installation in corners and leachate collection trenches					
A description of acceptable working conditions for geomembrane installation, installation instructions for working under weather variations and extremes, and criteria for halting or limiting geomembrane installation					
(g) Proposed methods for testing welds or other geomembrane joining methods for geomembranes and other components if geomembranes used in previously constructed methods are obtained from different manufacturers or are made from different resins.					
Measures to preserve geomembrane edges for future welding					
Describe measures to repair all geomembrane defects, unacceptable wrinkles and seams					
(h) Construction methods for placing: __ Leachate collection system, sump backfill, and sideslope riser over the composite liner __ First 10 feet of waste over the leachate collection system __ Subsurface drain layer and rooting zone soils over the composite cap __ Measures to assure that geomembrane is not damaged by construction of soils, placement or compaction of waste, or waste consolidation or mass movement or puncturing.					
(i) Is a Construction Quality Control plan to be followed by all contractors included?					
Does the CQC plan include means for determining and documenting the following: __ Receipt of the proper geomembrane material __ Acceptable subgrade and weather conditions for work to occur __ Seamer qualifications and procedures for trial seams __ Acceptability of test welds and machine settings __ Acceptable seaming practices __ Achieved seam quality and procedures for dealing with failing tests __ Patching __ Sealing of geomembrane penetrations __ A description of how progress in construction and variations from the approved plans will berecorded and reported					
(j) Is a Construction Quality Assurance plan to be followed by the registered professional engineer and qualified technician performing the as-built included?					
Does the CQA plan include the following: __ Continuous observation of all aspects of geomembrane installation __ Use of non-destructive and destructive testing of seams and samples __ Proposed schedule of tests and frequencies per ch. NR 516 __ Proposed methods of verifying the acceptability of subgrade, repairs, patches, seams, penetrations and adaptations to unforeseen conditions					

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	Y	N	NA		
(k) Is an outline of the contents of the preconstruction submittal included which complies with s. NR 516.04(5)?					
(2) CODISPOSAL OF INDUSTRIAL SOLID WASTES.					
(a) If the landfill accepts municipal waste, are measures described which will be taken for the disposal of waste from the following: __ Industrial sources __ Clean up of spills and contaminated sites __ Other commercial sources					
(b) Does the plan of operation propose the following: __ List of waste categories __ Testing protocols and schedules __ Disposal protocols					
(c) Is there a description of the format for transmitting summary information to the Department					
CLOSURE OF LANDFILLS WITH COMPOSITE LINERS AND COMPOSITE CAPS.					
Does the plan of operation for municipal solid waste landfill propose delaying final cover placement? If yes, does plan of operation provide for the following requirements:					
(a) Intermediate cover consisting of a minimum one foot of soil placed and seeded over waste at final grades.					
(b) No additional waste placement in areas at final grades which have received intermediate cover					
(c) Installation and operation of active gas extraction system following attainment of final grades within each phase of landfill designed with an active system					
(d) Installation of blower, flare, driplegs, controls, condensate handling, and appurtenances of prior to or as part of attainment of final grades in the first phase					
(4) CLOSURE OF PAPERMILL SLUDGE LANDFILLS.					
(a) If the landfill is proposed as a pulp and paper mill sludge or other low strength waste landfill, does the plan of operation propose a delay in the placing of final cover which is limited to 2 years?					
(b) Does the plan of operation justify delay in placement of final cover?					
(5) MUNICIPAL SOLID WASTE COMBUSTOR RESIDUE MANAGEMENT PLANS.					
If municipal solid waste combustor residue is proposed to be accepted, does the plan of operation include a combustor residue management plan?					
If municipal solid waste combustor residue is proposed to be accepted, does the facility have approved plans which substantially meets NR 514.04 to 514.08?					
(a) Does residue management plan contain: __ The name and location of the proposed sources __ Expected volume from each source of municipal solid waste combustor residue to be accepted?					

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(b) Does the residue management plan establish: __ A timetable for evaluating the results of the testing requirements of NR 502.13(8) __ Trends in results from previous testing to determine changes to the proposed landfill design and operation					
(c) Does the residue management plan include plan sheets which include the following: __ Design requirements of s. NR 504.11 __ Plan views __ Cross-sections __ Details necessary to illustrate the applicable design features of the landfill __ Phasing plan sheets to show development of the landfill portion through time					
(d) Does residue management plan include an operations manual and design report which addresses the following: __ Daily operations for the landfill portion utilized for disposal of combustor residue __ Discussion of time table for phased development __ Waste types accepted or excluded __ Typical waste handling techniques and methods for handling unusual waste types __ Hours of operation __ Traffic routing __ Drainage and erosion control __ Windy, wet and cold weather operations __ Methods of dust control __ Direction of filling __ Methods to maintain compliance with s. NR 506.15					
(e) Does the residue management plan propose modifications to the groundwater, unsaturated zone, and leachate monitoring program necessary to comply with the requirements of NR 507?					
(6) OTHER REQUIREMENTS. Does the plan of operation provide the following details and specifications, where applicable?					
(a) Description of alternative cover materials to be used for daily or intermediate cover					
(b) If the design includes a geomembrane component of lysimeters and sumps for sideslope risers, the following must be included: __ Description of 24 hour leak detection test for the geomembrane component of lysimeter and sidewall riser sumps __ Description of a proposal for an alternate leak detection test such as electrical resistivity testing					

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(c) Has the applicant provided preventive action limit (PAL) calculations for inorganic detection monitoring parameters in accordance with s. NR 507.27(1), Wis. Adm. Code.					
(d) Has the applicant provided an additional four rounds of baseline monitoring results for any parameter listed in NR 507 Appendix 1, Table 3, from any well meeting the requirements of s. NR 507.18(2)(b), Wis. Adm. Code.					